

**SUPPLY, PROCESSING, AND DISTRIBUTION
ADVISORY GROUP (SPDAG)
MINUTES
May 3-7, 2004
Dallas, Texas**

Attendance:

C. Roberson, ADAS for Program Management and Operations (OA&MM)
R. McKenna, Director, Materiel Management (OA&MM)
B. Osburn, VACO Group Director
B. Aldeman, Chair and VISN 23S
J. Lord, Co-Chair and VISN 8
L. Steeb, VISN 2
D. Estok, VISN 3
L. Brown, VISN 4
T. Braithwaite, VISN 5
P. Harrell, VISN 7
T. Johnson, VISN 9
L. Jackson, VISN 10
A. Talbert, VISN 11
B. Tullberg, VISN 12
K. Williams, VISN 15
D. Mackey, VISN 17
D. Bryant, VISN 18
A. Glass, VISN 19
J. Beamen, VISN 20
D. Berthiaume, VISN 22
K. Martin, Recorder

Excused:

R. Breton, VISN 1
L. Poindexter, VISN 6
T. Goodwin, VISN 16
L. Price, VISN 21
T. Bulduc, VISN 23N
L. Danko, Infection Control

I. Minutes: The minutes from the Clearwater meeting have been completed, however, they are not posted on the web page yet.

II: Announcements and Roll Call:

- a. The Group welcomed the newest members, Larry Jackson, VISN 10; Tiffany Goodwin, VISN 16; David Mackey, VISN 17; and Don Bryant, VISN 18.

- b. All SPD equipment spreadsheets need to be forwarded to Larry Poindexter for compilation.

III: General Business:

- a. Fred Downs has been assigned as VHA Director Clinical Logistics Officer. It is expected that standardization will be affected, and many standardization groups have been disbanded. As contracts expire, some may not be extended. When evaluating other products, be mindful of the costs, details, and how it will affect patient care.
- b. CoreFLS: CoreFLS is still under review.
- c. The Office of Business Oversight (OBO), Business Reviews, and IGs will be working together in the future when reviewing and auditing facilities.
- d. New Managers' Training: New Managers' Training was held in March. The attendance was low. Poor communication of the training event may have been the reason for the low attendance.
- e. Recruitment efforts for the CLO positions (GS15) are underway. The announcement has been opened governmentwide. VISN 22 is the only position that has been filled so far.
- f. EtO Sterilizers: Bobby met with the Environmental Protection Agency (EPA) representatives from Regions 9 (San Francisco) and 5 (Chicago) as well as Headquarters. The EPA has been advocating the removal of EtO sterilizers. Bobby contacted several of the hospitals that the EPA claimed were EtO-free and found that the opposite was true. After visiting the Hines SPD and explaining how eliminating EtO would compromise patient safety, the EPA agreed that EtO sterilizers should not be removed from facilities.
- g. Barb reviewed the mission of the SPDAG and the overall responsibility of the Group. Due to changes in the workload and lives, everyone needs to refocus and evaluate their commitment to the Group. There are many issues for the Group to address to improve departments and patient care nationwide, and it is an exciting, challenging time for the Group. To improve efficiency of the Group, each subgroup will appoint one member to review documents that the other subgroups are working on.
- h. The SPDAG attended Mr. Dave Derr's presentation at the Materiel Management Conference, where Mr. Derr addressed several goals and projects that the Department is focusing on.

IV: Old Business:

a. Subgroup Reports:

1. Education and Training:

- Due to the reorganization of the web page, Standard Operating Procedures (SOPs) and training guides are still awaiting placement.
- The subgroup completed the New SPD Chiefs' Training agenda for the Orlando conference as well as the Decontamination and Sterile Prep Start Up Procedures Training Guide and submitted them for the Director to review.
- The subgroup reviewed, corrected, and improved the format for three training guides listed below:
 - Customer Service 1002
 - Medical Gases 6003
 - Distribution and GIP 5002
- Two new training guides have been started entitled EtO Information, Facts, and Questions; and Guidelines On Improving Your SPD. These training guides will be completed and submitted to the other subgroups for review before the Orlando meeting.
- The subgroup solicited input from the other subgroups regarding future training guide subjects that would be helpful in the SPD field. The following suggestions were offered:
 - Proper Use of GIP for Controlling Primary and Secondary Inventory Point
 - Quality Assurance/Risk management
 - Safety in the Work Place
 - Personnel Management
 - Anatomy and Physiology
 - Disaster Emergency Training
- Future Training projects include the following:
 - Finish training guides for review at the Orlando meeting.
 - Assign new training guide projects to subgroup members for initial development prior to the Orlando meeting.

2. Best Practices:

- Six SOPs have been completed and submitted for web placement. However, there have been delays in posting due to the reorganization of the web page.
- Seven SOPs have been submitted to the Director for review.
- SOP 2019 Transport of Contaminated Instruments from CBOCs to Medical Center is in progress
- The Acronym Glossary is approximately two-thirds completed.
- Future Best Practices projects include the following:
 - SPD Cleaning Responsibilities
 - Employee Development
 - Review three existing SOPs from Web page each meeting
 - Complete the glossary of acronyms used in the SOPs for reference
 - Tracking spreadsheet

3. Automation/Communication Group:

- The tips listed below were developed for placement on the web page:
 - 04-003 “Storage of Liquids in SPD”
 - 04-004 “Capping Chemical Dispensers in SPD”
 - 04-005 “Training Documentation Requirements”
- The subgroup updated the group membership phone listing, as well as the expanded telephone directory. The alternate list was updated and will be completed when replacements are assigned for the existing vacancies. The updated lists will be forwarded to the SPDAG members electronically.
- An SPD Equipment Listing template and database have been created that identifies all SPD equipment. Approximately 42 facilities have responded to the request for information. The information will continuously be added to the database as it is received. Once all the data is received, the consolidated list will be forwarded to the SPDAG.
- Future Automation/Communication projects include the following:
 - Ongoing projects are to constantly monitor and update the Facility Tracking Tool, Expanded Telephone Listing, SPDAG Member Telephone Directory, SPD Equipment Listing, and Alternate SPD Advisory Group Member Telephone Directory.

- A conference call will be scheduled to discuss projected goals and future recommendations, due to the absence of the team leader at this meeting.

4. Functional Assessment Group:

- The Functional Assessment Subgroup has appointed Lynne Brown as their new chairperson due to Pat Dries' retirement at the end of May 2004.
- The subgroup reviewed the 0622 series for Medical Supply Technicians and is working on developing separate position descriptions for Prep/Decon, Distribution, and an all-inclusive position description at the GS 4, 5, and 6 levels. The position descriptions need to be written as if the classifier does not have any SPD knowledge. The GS 5 and 6 level position descriptions were completed, and the GS 6 level is being reviewed by the other subgroups. The GS 4 level is still in progress.
- A general topic list of competencies for preparation, decontamination, and distribution was developed from several competencies/orientation forms.
- Algorithm: The Group did not receive any staffing algorithms for review. However, VISN 5 will present any issues/suggestions to the group after their algorithm review.
- Future Functional Assessment projects include the following:
 - Complete the first draft GS 4 level position description and forward it to the other SPDAG members for review.
 - Incorporate changes to the first drafts of the GS 5 and 6 levels of the position descriptions.
 - Draft generic competencies to be used with the new positions using the High Performance Development Model (HPDM) and forward to the other SPDAG members for review.
 - Incorporate changes to the competencies.
 - Continue to assist stations using the staff algorithms.

V. New Business:

- a. Bobby spent a significant amount of time discussing SPD issues. There is concern that appropriate training of SPD staff is not being conducted and/or documented. It is very important to document every individual's training including the type of training, dates and times, a general outline, and signatures. Training records should be retained for three years, however, it is recommended to retain them as long as the employee remains in the department.

- b. Business Reviews: Business Reviews across the country reveal issues with inventory. All inventory needs to be accounted for and inventory accuracy should be the priority over turn rates. The information and recommendations in the Business Reviews must be taken seriously and addressed appropriately. If the recommendations are unclear, ask for clarification. Many problems can be minimized or eliminated by promptly addressing issues identified by Business Reviews. The general public has access to the reviews upon request through the Freedom of Information Act. Each SPDAG member should contact the facilities within their VISN to review the issues and/or recommendations found during reviews and ensure that they have been appropriately addressed. Issues and concerns related to total supply support should be documented and reported to the appropriate Safety staff, Commodity Standards, Director, and/or Acquisition.
- c. VHA Handbook 7176: The electronic version of the handbook needs to be forwarded to Bobby for review before presentation.
- d. Bulk Oxygen: Recently, there have been some incidents related to bulk oxygen and the National Acquisition Center has been asked to review the contract for possible amendment. Bulk Oxygen is a shared responsibility between SPD, Engineering, and Respiratory Therapy. Facilities need to consider creating an SOP for receiving and monitoring bulk oxygen.
- e. The Best Practices Subgroup has been tasked to create a Release Form for Implants, as well as a user-friendly Instrument Count Sheet to post on the website. This subgroup will evaluate standard instrument sets to see if it is possible to establish a Major I, Minor, etc., and/or basic trays sets. Additionally, this subgroup will evaluate the need for SOPs on handling instruments in Decontamination and instrument counts in the OR.

_____/s/_____
BARBARA ALDEMAN
Chairperson

_____/s/_____
BOBBY OSBURN
Group Director

_____/s/_____
CHARLES E. ROBERSON
ADAS for Program Management and Operations